

**CONFIDENTIAL**

MEMORANDUM

26 September 1950

TO : Chief, Special Support Staff

FROM : Finance Division

SUBJECT: Change in Mode of Transportation for Travel Within the United States

1. We have been requested by the Acting Assistant Director, OPC, to look into the matter of advance approval for change in the mode of transportation for travel within the United States under certain specified conditions. An example would be the travel to New York by plane and return by train. This is permissible under the regulations, provided there is sufficient justification. Sufficient justification might be weather conditions, or lack of accommodations which would unduly delay the traveler. An example of the conditions with which we are now concerned is the necessity for a traveler stationed in Washington to conduct business in New York after normal business hours on Friday evening, which business continues intermittently until Sunday evening. It is necessary or desirable for the traveler to remain at his desk, if possible until the close of business Friday afternoon and return to his desk at the beginning of business on Monday morning. In such instances the traveler is said to choose rail as his mode of transportation; however, in order to remain at his desk until the closing of business on Friday afternoon and also provide for the conduct of business in New York on Friday evening, he will waive his chosen mode of transportation and proceed by air. This consideration does not hold true for the return trip after completion of business in New York on Sunday evening, therefore the traveler wishes to return by his chosen mode of transportation (rail - usually overnight sleeper) which will permit him to be at his desk by the opening hour on Monday morning.

2. The amount of money involved in such changes in modes of transportation is not significant (approximately \$1.67). Even so, this slight benefit must, under the regulations, accrue to the Government unless there is sufficient reason for exception. The alternatives are that the traveler proceed both ways by rail, which would be equally or more expensive than one way by air and one way by rail, or that the traveler return by air on Sunday night, or that he remain in New York and return by air on Monday morning. Each of these alternatives is objectionable to the traveler since, in the first instance, the traveler must either leave his desk before the closing hour on Friday or must delay his business in New York until the following day. In the second case, it is the opinion of the traveler that he is entitled to his time off from regular business hours and does not wish to disturb his rest by the necessarily inconvenient late hour air travel from New York to his home. The third alternative is objectionable since it would not permit the traveler to be at his desk by the opening hour on Monday morning unless he commenced travel at what he believes to be an unreasonable hour.

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3. The Finance Division has in the past allowed the traveler only the amount which would have been paid had a round trip ticket been utilized. This normally results in a small deduction from the travel voucher. The reason for this action is that it is impossible for a travel auditor, who is obviously not aware of the official requirements of each trip, to distinguish between personal and official considerations and the amount involved would not justify protracted consultation or submission of written justification in each case. Accordingly, we believe that in the absence of recognized reasons for change in mode of transportation, such as weather conditions or lack of accommodations, all travelers should be held to the cost of round trip transportation by the chosen mode or it should be established that the considerations set forth above are sufficient justification to allow a change in mode at a slightly increased cost.

4. If it is considered reasonable to permit such changes in modes of transportation, we recommend consideration of the following procedure: If an employee must perform duty on a given day at both his permanent station and a TDY point, and must travel by air in order to perform duty for the maximum number of hours at his headquarters prior to commencing travel, the benefits so derived by the Government shall be deemed sufficient to obviate normal requirements that economies of round trip rates be obtained. Accordingly, one way fares by any authorized mode of transportation, including if necessary the same mode used to the TDY point will be allowed, provided the modes used are authorized in proper travel orders.

5. If you approve this procedure, please indicate at the space provided below.

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[REDACTED]  
Deputy Chief, Finance Division

APPROVED:

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Chief, Special Support Staff

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